

Create CFO Employee Action Plan Template - Illustrative

Use your completed “**Guidelines for Effective Development Discussions**” form to create an Employee Action Plan. Use SFA HR support tools such as the SFA Skills Catalog and SFA University Course Offerings Listing to determine helpful Training Courses, Job Experiences, and Self-Study options.

Training Courses			
Targeted Competencies/Skills	Course Name	Hours	Date Scheduled

Job Experiences		
Targeted Competencies/Skills	Description of Job Experience	Deadline

Self Study Options		
Targeted Competencies/Skills	Description of Self Study Option	Deadline

Ensure Action Plan Completion

Get agreement on your Action Plan and Training Courses.

Employee _____
Administrative Supervisor _____ Date _____
Functional Team Lead _____ Date _____